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Ministry of
JUSTICE

National Offender
Management Service



ViSOR Standards

Version 3.2

Produced by the ViSOR National User Group on behalf of the ViSOR user community.

ViSOR Standards

This document has been produced by the Home Office ViSOR team following consultation and agreement with representatives of the Association of Chief Police Officers of England, Wales and Northern Ireland (ACPO), the Association of Chief Police Officers in Scotland (ACPOS), the National Offender Management Service (NOMS), and Scottish Criminal Justice Social Work Organisations. It will be updated according to legislative, policy and system changes and re-released as required.

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Table of Contents

Amendment Log.....	5
Preface.....	6
1. ViSOR Standards Framework	7
1.1. Overview.....	7
1.2. Business Guidance.....	7
1.3. ViSOR System User Guide and Data Standards Document.....	7
1.4. Application of ViSOR Standards.....	8
2. Introduction to ViSOR.....	9
2.1. Purpose	9
2.2. Security.....	Error! Bookmark not defined.
2.3. Categories of ViSOR Nominal	9
2.4. Key Role Responsibilities	10
2.4.1. Central Point of Contact.....	10
2.4.2. Local Point of Contact	12
2.4.3. Supervisor and Additional Supervisors.....	12
2.4.4. Manager	13
2.4.5. Partner	13
2.4.6. Creator.....	13
2.4.7. NOMS Offender Manager.....	14
2.4.8. Roles and Tokens	14
2.4.9. Use of ViSOR Data	14
2.4.10. Information sharing of ViSOR.....	14
3. Data Input Standards	14
3.1. Types of Data Entry fields	15
3.2. Mandatory Items.....	15
3.3. Abbreviations.....	15
3.4. Names	15
3.5. Addresses.....	15
3.6. Dates	16
3.7. Times	16
3.8. Reference Numbers	16
3.9. Vehicle Registration Marks.....	17
3.10. Telephone Numbers	17
3.11. Criminal Record / Intelligence Reference Numbers.....	17
3.12. Information on Attachments	17
4. Record Management Standards.....	17

4.1.	Record Creation	18
4.1.1.	Registerable Sexual Offenders (CAT 1)	18
4.1.2.	Violent and Other Sexual Offenders (CAT 2)	19
4.1.3.	Other Dangerous Offenders (CAT 3)	19
4.1.4.	Potentially Dangerous Person (PDP)	20
4.1.5.	Non-MAPPA	20
4.1.6.	Summary of record creation	20
4.1.7.	Creating the record	21
4.2.	Minimum Data Sets	22
4.3.	Record Ownership	23
4.4.	Prison Service Responsibility as Partner Agency	24
4.5.	Record Updates	25
4.6.	Record Searching and Viewing	25
4.7.	Record Archiving	25
4.7.1.	Setting an Archive Date — Sexual Offenders	26
4.7.2.	Setting an Archive Date - Other Offenders	26
4.7.3.	Managing Nominals who are Wanted/Missing and/or Living Overseas	26
4.7.4.	Quashed Convictions	27
4.7.5.	Deceased Nominals	28
4.7.6.	Record Deletion	28
4.8.	Record Transfer	28
4.9.	Fully Restricted Limited Access nominal	Error! Bookmark not defined.
5.	Nominal Management Events	31
5.1.	MAPPA Meeting	31
5.2.	Non-MAPPA Meetings	31
5.3.	End of Statutory MAPPA Supervision	31
5.4.	Travelling RSOs	32
5.5.	Wanted/Missing Nominals	32
6.	Attachments	33
	Appendix I: Relevant England and Wales Legislation and Guidance	34
	Appendix II: Relevant Scottish Legislation and Guidance.	39
	Appendix III: Northern Irish Legislation	41
	Appendix IV: Relevant States of Jersey Legislation and Guidance.	44
	Appendix V: Abbreviations and Acronyms	47
	Appendix VI: UKBF Guidance	Error! Bookmark not defined.
	Appendix VII: ACRO Guidance	50

Amendment Log

Amendments made in this Version are highlighted in yellow

SECTION	CHANGE
Header/Footer	Change from GPMS to GSC Marking
Front Cover	Scotland Crests included

Preface

The purpose of this document is to provide the Responsible Authority agencies within the United Kingdom with a common standard for the use of ViSOR.

It is essential that each individual agency ensures that it is compliant with these Standards.

These Standards will be used by the relevant Inspectorates and other internal audit units to validate the use of the system.

This document has been developed in consultation with the Responsible Authority agencies and is owned by the ViSOR National User Group.

Version Control		
Version	Date	Description Of Change
1.0	11.08.12	First release
2.0	27.08.12	Second version release
2.1	01.10.12	Amendments following review by CMG sub-group.
2.2	09.10.12	Review Meeting 9 th October.
2.3	01.02.13	Final version for review by Review Group
2.4	04.02.13	Removal of track changes for Review
2.5	11.02.13	Additional Subject Access statement at Section 2.6
2.6	27.02.13	Final version for review by CMG 6.3.13
2.7	04.04.13	Completed version following CMG review 6.3.13
2.8	01.08.13	Incorporation of CMG feedback
3.0	15.10.13	Final version
3.1	12.02.14	First review and amendments
3.2	22.01.15	Review meeting 21 st January 2015

1. ViSOR Standards Framework

This section provides an overview of these Standards and places them within the context of other related guidance and documentation. It provides an operational framework for the interpretation of these Standards.

1.1. Overview

ViSOR is recognised as a key tool in the effective management of offenders and other persons posing a risk of harm to the public. As a multi-agency system, its effectiveness is dependent on the quality and timeliness of information and intelligence recorded within it, along with consistency in the interpretation of that data.

This document is provided to assist the public protection community through the provision of measurable standards of use and business behaviours. This will assist the community's quality assurance function, as well as providing a framework to support the requirements of the Service Inspectorates within each agency and jurisdiction.

1.2. Business Guidance

The current guidance on public protection arrangements for each jurisdiction provides details of how the Responsible Authority agencies should work in partnership in the joint management of relevant offenders.

For Responsible Authority refer to the MAPPA Guidance 2012 and PSNI MAPPA Guidance and Scottish MAPPA Guidance 2012.

From time to time, individual agencies produce their own instructions on the usage of ViSOR which relate to their own specific characteristics and roles.

These are complementary to the ViSOR Standards and provide context for individual agency governance arrangements; however, any agency producing local guidance must ensure that it is compliant with these Standards.

1.3. ViSOR System User Guide and Data Standards Document

The purpose of the ViSOR System User Guide and Data Standards Document is:

- to support users in the navigation around the system;
- to explain the use of the functionality within the system;
- to provide a detailed breakdown of the business rules and standards governing the content of editable fields within the system, on a screen by screen basis and;
- to ensure consistency of data input across all agencies.

The ViSOR System User Guide and Data Standards Document and the ViSOR Standards are issued to the accredited training departments and the Central Point of Contact (CPC) within each agency area. It is the role of the CPC and training departments within each agency to ensure that all relevant users have access to these documents locally.

Online help within the ViSOR application itself provides context-sensitive definitions and other information to assist in the use of each screen and should be read in conjunction with the ViSOR System User Guide and Data Standards Document.

1.4. Application of ViSOR Standards

This document - the ViSOR Standards - provides all agency users with the business rules detailing how records must be maintained within the system. It is required that all users have a working knowledge of the mutual responsibilities of the co-operating agencies.

For the purpose of this document, references to MAPPA should be interpreted as meaning any Multi-Agency Public Protection Arrangements within each jurisdiction.

In order for these Standards to be meaningful and to be applied properly, it is necessary for all users and their managers to be familiar with the business guidance and to have a working knowledge of the functionality within the system itself.

Across the United Kingdom (UK) these Standards shall be considered the principal source of guidance in the use of the ViSOR application to support public protection.

All agencies using ViSOR are required to fully adopt and comply with these Standards. Any non-compliance or variation of these Standards which cannot be resolved locally should be referred to the ViSOR National User Group Chair for resolution.

2. Introduction to ViSOR

This section provides an introduction to ViSOR. It provides definitions of the categories of individuals whose details may be stored within the system and describes the governance arrangements of the system.

2.1. Purpose

The principal purpose of ViSOR is to facilitate the general multi-agency public protection arrangements of agencies within the jurisdictions of the UK. ViSOR is the key facilitator of the business processes in this area.

The system continues to evolve to meet business needs through a network of user groups which recommends and prioritises enhancements to the application.

2.2. ****REDACTED****

****This section has been redacted****

2.3. Categories of ViSOR Nominal

ViSOR is used to manage Nominals who fall into the following categories and sub-categories:

MAPPA	Non-MAPPA (sub categories)
<ul style="list-style-type: none"> • Registerable Sexual Offender • Violent Offender • Other Sexual Offender • Other Dangerous Offender 	<ul style="list-style-type: none"> • Potentially Dangerous Person • Registerable Violent Offender • Registerable Terrorist Offender

Details of criteria for classification within each of the categories and sub-categories are provided in Appendices I, II, III and IV.

For more detailed guidance on offenders who fall within MAPPA processes, see the current MAPPA Guidance within each jurisdiction.

Every Nominal must be placed into one of the ViSOR categories in order to qualify to be managed within ViSOR

All Nominals that are not archived must be under active management. In order for a Nominal to be subject to active management the following must be current.

The Nominal Record must be assigned to:

- a Central Point of Contact;
- a Local Point of Contact;
- a Supervisor;
- a Manager;
- a Partner (where appropriate).

A record that is actively managed must have a current:

- Risk Assessment;
- Risk Management Plan.

All records that are actively managed must be validated and reviewed in accordance with Nationally set requirements.

2.4. Key Role Responsibilities

This section provides details of the defined responsibilities of key roles.

2.4.1. Central Point of Contact

The Central Point of Contact (CPC) is the key person responsible for the use of ViSOR within a particular agency area (for example a police area or specialist agency, a probation area or a prison area). Each agency area may only have one CPC. This person must be empowered to make decisions in respect of Nominal records and must have compliance oversight.

The CPC key functions within a police, probation and Scottish Health agency area are to:

- authorise user access to ViSOR;
- allocate Nominals to other key roles, including Local Points of Contact (LPCs), Supervisors, Managers and Partners;
- be responsible for archived records, ensuring compliance with data protection legislation;
- assure the quality of area ViSOR records;

- bulk transfer records, as required;
- archive relevant Nominals;
- remove records from the archive and reallocate when they need to be managed again;
- delete records, when necessary;
- edit, add or delete any data for Nominals;
- transfer records to another agency or area and receive transfers from others; print records, as required;
- ****REDACTED****
- resolve duplicate records; and produce statistical information.

The CPC key functions within a prison area in England & Wales are to:

- authorise user access to ViSOR in conjunction with the prison ViSOR Lead;
- assure the quality of prison contributions to area ViSOR Records; produce appropriate statistical information;
- monitor ViSOR usage in all establishments in their Area; and
- manage the ViSOR user profiles within their area.

The CPC key functions within SPS in Scotland are to:

- authorise user access to ViSOR;
- assure the quality of contributions to area ViSOR Records and compliance with SPS minimum data set (Scottish ViSOR Record Management Standards)
- produce appropriate statistical information;
- monitor ViSOR usage in their Area; and
- manage the ViSOR user profiles within their area.

The CPC key functions within a CJSW area in Scotland are to:

- authorise user access to ViSOR;
- assure the quality of contributions to area ViSOR Records and compliance with CJSW minimum data set;
- produce appropriate statistical information;
- monitor ViSOR usage in their Area; and
- manage the ViSOR user profiles within their area.

All CPCs (except CJSW in Scotland) will be expected to attend their Regional User Group (RUG) meetings or arrange for a person with the same level of knowledge to attend in their place.

In Scotland one CJSW CPC from within each Community Justice Authority Area will be nominated to attend the Scottish Regional User Group on behalf of all local authorities within that Community Justice Authority Area.

2.4.2. Local Point of Contact

The LPC is the key person in a unit within a particular agency's area; each unit may only have one LPC. The Prison Service does not use the LPC role.

The LPC key functions within a police and probation agency's area are to:

- allocate Nominals to Supervisors;
- assure the quality of unit ViSOR records;
- bulk transfer records, as required;
- archive relevant Nominals;
- request removal of records from the archive when they need to be managed again;
- edit, add or delete any data for unit Nominals;
- transfer records to another agency or area and receive transfers from others; print records, as required;
- ****REDACTED**** ; and
- resolve duplicate records.

2.4.3. Supervisor and Additional Supervisors

A Supervisor ensures the effective management of ViSOR offenders within the system. Each unit must have at least one Supervisor (excluding units in the Prison Service). Supervisors within the probation area (E&W) may delegate any of these functions, to be carried out, on their behalf, by the local ViSOR Administrator. Supervisors must not carry out Nominal management activities on records for which they are the assigned Supervisor.

One or more Additional Supervisor/s can be assigned to a ViSOR Nominal, from any Unit (within any Agency & Area). An Additional Supervisor can perform all the functions that a Supervisor can perform and receives the same set of Reminders and Messages. Note that it is not possible for the same user to be the Manager and an Additional Supervisor (or the Supervisor and an Additional Supervisor) for the same Nominal.

The Supervisor key functions within an agency's area are to:

- allocate Nominals to Managers and Partners;
- assure the quality of unit ViSOR records;
- bulk transfer records as required;
- archive relevant Nominals;
- request restoration of records from the archive when they need to be managed or included in current investigations;
- edit, add or delete any data for unit Nominals;
- transfer records to another area or unit and receive transfers from others; print records as required;
- review and validate entries where required, including approval, rejection of visits and Risk Management Plans; and
- resolve duplicate records.

2.4.4. Manager

The Manager is the practitioner who manages the Nominal record. This person is responsible for the collation and quality assurance of case records, and is key to successful management of ViSOR records. Each Manager will manage multiple Nominals, but no Nominal record can be both managed and supervised by the same person. Within the probation service (E&W) this function may be delegated to a ViSOR Administrator.

The Manager key functions within an agency's area are to:

- carry out or enter Risk Assessments and to produce effective Risk Management Plans;
- allocate Partners to the Nominals they manage;
- assure the quality of ViSOR Nominal records that they manage; request the archiving of Nominals that they manage;
- request restoration of records from the archive when they need to be managed or included in current investigations;
- edit, add or delete any data for Nominals that they manage; and print records as required.

2.4.5. Partner

The Partner role is designed for practitioners from any of the Responsible Authority Agencies to assist the Manager in the maintenance of the Nominal record and to allow effective management of the Nominal. Partners are usually allocated by a Nominal's Manager or Supervisor and can also be allocated by a Nominal's LPC or CPC. Each record may have multiple Partners.

Partners are expected to:

- assure the quality of their contributions to ViSOR Nominal records;
- add any data for Nominal records they are partnered to;
- edit information they have entered on Nominal records; and
- print partnered Nominal records, as required.

2.4.6. Creator

Creators are only granted access sufficient to create basic Nominal records in accordance with agreed minimum standards (see Minimum Data Set below).

Creators are expected to:

- ensure that a record for the relevant Nominal does not already exist prior to creation; and
- record the reason for creating the record within activity logs.

2.4.7. NOMS Offender Manager

Each Probation Trust (E&W) must identify within the ViSOR record the probation offender manager responsible for the supervision of the offender.

2.4.8. Roles and Tokens

All the above roles require tokens to be set within the system in order for users to undertake the relevant tasks. Details of which are contained in the ViSOR Pre Course Workbook and within the Help functionality of ViSOR.

2.4.9. Use of ViSOR Data

****REDACTED****

****REDACTED****

As such, requests under the Data Protection Act 1998 for information contained within it, such as Subject Access Request, will be considered on a case-by-case basis.

Any subject access request for ViSOR information must be directed to the ViSOR nominal owner and ViSOR offender manager.

As prisons are always partners (not owners) of ViSOR nominals, prisons will never be in a position to facilitate a subject access request to ViSOR records. Contact the ViSOR owner (Police or Probation) and await their instructions on how to proceed.

Similarly, request to MAPPA areas under Freedom of Information ("FOI") legislation should be referred to the FOI Department within the relevant Agency.

2.4.10. Information sharing of ViSOR

****REDACTED****

3. Data Input Standards

This section defines standards for the entry of data into ViSOR. For detailed field-by-field content information, see the current ViSOR System User Guide and Data Standards Document.

3.1. Types of Data Entry fields

There are two general ways in which data fields in ViSOR are populated. For some fields, users are presented with a list of values (drop-down lists) from which they can choose the relevant item; for other fields, users are expected to enter data as free text. In the former case, the user is constrained to values presented by the system itself. For further information on individual fields see the current ViSOR System User Guide and Data Standards Document.

3.2. Mandatory Items

All mandatory fields are indicated by a red asterisk (*) and must be completed. All blue asterisk (*) fields are not mandatory but should be completed where the information is known. If a user fails to enter data in a mandatory field, the user will be warned that he or she must enter the relevant data in order to continue. It should be noted that the entry of data into one field might alter those fields that become mandatory later on the same page.

3.3. Abbreviations

Abbreviations should not be used, except for those defined in Appendix V.

3.4. Names

For all Nominals, the primary name is that which is notified by them, or is their legally-acknowledged name.

****REDACTED****

****REDACTED****

****REDACTED****

3.5. Addresses

ViSOR is linked to a gazetteer of addresses (formal register of addresses). The address gazetteer database is periodically updated centrally.

Users should always first try to link to an existing known address and only create a new one where there is not an appropriate address within the database.

When searching for an address to input, users should use the postcode wherever possible. Where the address sought is returned, this should be selected by the appropriate hyperlink. Where no matching address is returned, an option is provided to

create a new address from the information provided in the search field. Before doing this, users must ensure that all available information is entered in the appropriate fields. ****REDACTED****

Where addresses need to be entered in free text fields along with other text, they should be entered in Title Case.

An example of a correctly-formatted address would be:

Flat 2/1
123 Main Street
Anytown
AT12RN

Punctuation and abbreviations must not be used. For example, Street should be used, not St, and Avenue rather than Ave.

Where an address is recorded as No Fixed Abode (NFA), the point of contact (location where the Nominal may be able to be located) must be detailed within the comments field.

3.6. Dates

Most dates are presented as a list of values for the user to select. Where it is necessary to enter a date into a text field, the format must be dd/mm/yyyy. For example, 7th June 2011 would be entered as 07/06/2011.

Within free text fields we apply the standard of using the UK format (dd/mm/yyyy) in order to ensure that, during a free text advanced search, items will be returned in this format.

3.7. Times

On occasions when a time needs to be entered into a free text field, it must be entered using the 24-hour clock, without a colon between the hours and minutes, followed by a space and the word "hours". For example, 3:27pm would be entered as "1527 hours". Periods of time will be entered in an identical form and interspaced with the word "and". If the user wished to indicate the period between 9:14am and 7:46pm, he or she would enter "between 0914 hours and 1946 hours."

3.8. Reference Numbers

All reference numbers containing alphabetical characters (letters) will be entered in UPPER CASE, without spacing. Examples of such references are driving licence numbers, vehicle registration marks and National Insurance numbers.

Where reference numbers are entered in free text fields, the user should provide a suitable descriptor, where appropriate, which will identify what the number refers to,

for example "National Insurance number WX546789X".

Where only partial details are known in free text fields, the user should provide a suitable descriptor, which will identify it as such, for example "partial telephone number 435654".

3.9. Vehicle Registration Marks

In free text fields, the abbreviation "VRM" may be used to indicate Vehicle Registration Mark.

The colour, make and model of a vehicle may be recorded in a standard format, being the colour in lower case, the make and model in Title Case, "VRM" and then the actual VRM without spacing, dashes or other punctuations, for example "red Ford Escort VRM SA51XCS".

3.10. Telephone Numbers

Telephone numbers must be entered without spaces or other punctuation. Examples of valid entries would be 01234567890 or, if an international code is required, +441234567890 (where +44 is the international code and the leading zero of the telephone number is omitted), when placed in a field dedicated to telephone numbers.

3.11. Criminal Record / Intelligence Reference Numbers

In free text fields, all Criminal Record, Intelligence and Case Management System Reference Numbers are entered in UPPER CASE with the use of the oblique/slash ("/") being permitted. Such reference numbers must be prefixed with the appropriate designator and no spaces, for example CRO2343/98Y or PNCID 98/12343.

3.12. Information on Attachments

All relevant information known about a nominal must be entered into ViSOR at the earliest opportunity. ****REDACTED****

It is critically important that, where an Attachment exists for a particular class of information, the relevant information must be entered into that Attachment. For example, if a vehicle is referred to in an Activity Log, then the details of that vehicle must be logged within the Vehicles Attachment. This is to facilitate searching within the system.

4. Record Management Standards

This section defines the standards for the creation, archiving and deletion of ViSOR records. It sets out the obligations of the Responsible Authority agencies, defining minimum data requirements, record ownership regimes and target timescales.

4.1. Record Creation

For a record to be created and managed within ViSOR there must be an audit trail detailing the reasoning and authorisation for the record creation.

Where the Nominal record is being created as a Registerable Sexual Offender (RSO), a Violent Offender (VO), Registerable Terrorist Offender (RTO) or an Other Sexual Offender (OSO), there will be a court conviction or police caution with the corresponding certificate of conviction/caution or, in the case of an RSO, relevant notice of notification for a qualifying offence.

Where the Nominal record is created because an offender has been identified as an Other Dangerous Offender (ODO), the minutes of the MAPP meeting will clarify the relevant previous conviction or caution or both, and the nature of the current behaviour that has led to this decision.

Where there is a requirement for an offender to be managed outside the above relevant categories, this will be done via the relevant Potentially Dangerous Persons (PDPs) and Registerable Violent Offenders (RVOs) protocols. The PDPs may also include those persons who are not RSOs but are required to be recorded on ViSOR because they are subject to a court-issued Risk of Sexual Harm Order (RoSHO) or subject of Disqualification Orders.

The following sections outline whose responsibility it is to create a ViSOR record and the action that should be taken after creation to ensure the timely and effective management of the Nominal.

4.1.1. Registerable Sexual Offenders (CAT 1)

The record will be created by the prosecuting Police Force following the receipt of a certificate of conviction, caution, reprimand or warning,

The prosecuting police force will be required to ensure that all relevant prosecution information is up-to-date in relation to the case that has made the Nominal the subject of ViSOR management.

Where the police force creating the record is not the force area where the ViSOR Nominal is resident they will then transfer the record to the police force where the ViSOR Nominal is resident.

There will be occasions where the ViSOR record-creating force, the prosecuting force (e.g. ****REDACTED****, BTP who are unable to create ViSOR records) and the force where the Nominal is resident are three different forces.

**** This section has been redacted ********REDACTED****

4.1.2. Violent and Other Sexual Offenders (CAT 2)

In the case of Violent and Other Sexual Offenders the creating area will be the area that is responsible for the offender management of the case. In England and Wales, the probation area is responsible for creating the record irrespective of which agency is managing the case, i.e. probation, the Youth Offending Service (YOS) or Mental Health Services. The YOS and the mental health workers must provide the necessary information to probation to enable them to create the Nominal record.

****REDACTED****

4.1.3. Other Dangerous Offenders (CAT 3)

In the case of ODOs the area in which the public protection meeting occurs will be responsible for creating the ViSOR record. In England and Wales, where the offender is currently managed (on a community order), or has just completed a period of licence supervision, the entry will be the responsibility of the probation service. In all other cases it will be the responsibility of the police.

The Probation area (E&W) will enter and manage information on ViSOR in those Category 3 cases where the offender is under statutory supervision by them, plus those which have transferred directly from Category 2, for example, where the licence has

ended but the case requires level 2 or 3 management. The police will be responsible for managing information on ViSOR in relation to all other Category 3 offenders.

4.1.4. Potentially Dangerous Person (PDP)

The definition of a Potentially Dangerous Person (PDP) is:

"A person who is not eligible for management under MAPPA but whose behaviour gives reasonable grounds for believing that there is a present likelihood of them committing an offence or offences that will cause serious harm.

A present likelihood reflects imminence, and that the potential event is more likely than not to happen."

Serious harm is defined in the current MAPPA Guidance as; "An event, which is life-threatening and/or traumatic, from which recovery, whether physical or psychological, can be expected to be difficult or impossible."

4.1.5. Non-MAPPA

For other ViSOR-managed persons the police force that declares them as such will be responsible for the ViSOR record creation and maintenance.

4.1.6. Summary of record creation

With regard to which agency will have responsibility for the record creation, the following table and time frames apply.

REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED

REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED

****REDACTED****

4.1.7. Creating the record

In order to prevent duplication of records within ViSOR, users must conduct a ViSOR Find Nominal search before the creation of any Nominal record (this must include those nominals returned on the Archive Tab). Users should search both ViSOR and the Police National Computer (PNC) through ViSOR, using the PNCID (if known) or other details available for the required fields. In doing so, it should be recognised that possible matching records might be missed if additional details are entered. The best practice would be to enter minimal details for the initial search and supplement them if too many results are returned.

If the Nominal already exists on ViSOR (live or archived), contact should be made with the existing CPC and agreement reached over who should be primarily responsible for owning the record. This decision may be influenced by geographic, legislative or operational considerations.

Where no record exists on ViSOR but one already exists on the PNC, and that record has been verified as correctly pertaining to the Nominal in question, then that record should be selected and the details copied across to ViSOR using the system's functionality (see ViSOR System User Guide and Data Standards).

Where no record exists on either ViSOR or the PNC, the system will prompt the user to create a new record from the information provided.

Only when users are satisfied that no record already exists on ViSOR or the PNC should this option be selected.

Where a Nominal has been created from a PNC record, all data transferred to ViSOR should be verified for correctness and completeness against information already held **e.g. correct Ethnicity and Nationality.**

Where there is disagreement between agencies about who has responsibility to create an initial record, the CPCs should attempt to resolve the disagreement directly between themselves making reference to these standards. If this is not possible, relevant agency leads should first try to resolve between themselves and only in exceptionally circumstances should the matter be referred to the NUG chair to resolve.

4.2. Minimum Data Sets

The minimum data set on creation is

REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED

REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED

All Nominal records require validation to ensure that sufficient information has been obtained to initiate management activities.

If the record is to be transferred, non-validation will not prevent this transfer to take place, please refer to section 4.8.

4.3. Record Ownership

Once a Nominal record has been created, the following rules will apply.

REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED

REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED	REDACTED

4.4. Prison Service Responsibility as Partner Agency

The receiving prison must (in Scotland this will be the Prison Directorate), as part of the reception process; check whether an offender is a MAPPA eligible offender and ensure this is flagged on the case management system. Where the offender is a Category 1 RSO, the prison must ****REDACTED****

The Prison Service is responsible for ensuring that they update any Attachment as relevant, but they must always ensure that the custody Attachment is updated with key dates and licence conditions, when they are set.

Where the offender is a Category 2 Violent or Other Sexual Offender or a Category 3 Other Dangerous Offender a check needs to be made to see which agency owns the nominal record and requests sent to be made a partner to the record.

Whenever an offender moves prison, it is the responsibility of the original prison to notify the Police Manager or Probation CPC and LPC of the transfer and the new location by using the Custody Attachment and Activity Log. The originating prison should request to be no longer a partner and for the new receiving prison to be made a partner, the receiving prison should follow-up the request to be made a partner to the record, where appropriate.

4.5. Record Updates

Each user agency is required to enter onto ViSOR any information it holds, or is aware of, that is relevant to the management of a Nominal. This should be done ****REDACTED****, or sooner in cases where action may need to be taken as a result of that information.

Where a Manager, Supervisor, LPC, Partner or CPC relationship with the Nominal exists, the information must be entered directly into the appropriate part of the record. An activity log should, only be created where the user does not have a relationship to the record and needs to inform the owning agency of an update in respect of management of the nominal. The activity log should be marked for the attention of the CPC, Supervisor, Manager, and LPC, relevant Partner or all.

When an Activity Log is created or other information is entered into a dedicated ViSOR field, there will be the ability to grade the information using the 5x5x5 grading. All entries made will be required to have the provenance fields completed.

4.6. Record Searching and Viewing

In every case where Find or Search functionality is used, a reason must be entered, in plain English, explaining why the query was necessary.

Explanations for searching or viewing a record must not be non-specific phrases such as: "Survey", "PNC Check", "Admin", "Enquiry", "In Custody", "MAPPA", "Stats", "NIL", "acronyms" or "Operation Name", unless these are accompanied by a short plain English explanation.

Where a user accesses a record on behalf of another individual or a third party, full details of the individual or third party must be included in the explanation / reason given, such as: "Sue Smith accessed this record on behalf of John Jones (Senior Probation Officer) to establish the current address of this Nominal".

4.7. Record Archiving

When the Nominal is no longer managed within MAPPA or as a non-MAPPA case, a closing Risk Management Plan must be created by the Manager and approved by the Supervisor. The Risk Management Plan will detail the facts that the person is no longer under any statutory supervision/active management, that all risks have been reviewed and are not considered significant, and that under the circumstances there are no other concerns that would require the individual to be the subject of further management. If approved, the ViSOR record should then be archived by the CPC or other designated person.

Note that the Nominal category should not be changed during this process so, for example, an RSO remains set to that category but the archived status is amended to indicate that the record has been archived.

****REDACTED****

When a record is required to be restored from the archive, the relevant CPC should be contacted to arrange the restoration.

4.7.1. Setting an Archive Date — Sexual Offenders

Once a record is created although the system suggests an archive date in relation to RSOs and those subject to RoSHOs, this date should always be checked for accuracy.

However, for those RSOs who are subject to extended sentences, the creator or assigned manager should ensure that the extended sentence is counted as part of the term of imprisonment

when calculating the RSO notification period.

4.7.2. Setting an Archive Date - Other Offenders

In all other categories of offenders the system sets a suggested archive date. This date must be checked by the assigned record manager and amended as necessary to coincide with the date that statutory management finishes.

4.7.3. Managing Nominals who are Wanted/Missing and/or Living Overseas

The following five scenarios detail common categories of offenders who are wanted/missing and/or overseas, for each category there is a suggested process that should be adopted on ViSOR.

- 1. WHEREABOUTS UNKNOWN** - wanted for breach of notification requirements – notification period is still current.

These records should be kept 'live' on ViSOR and the status marked as 'wanted', they should also be marked as wanted on PNC.

- 2. **This section has been redacted ****

3. DEPORTED.

Deported nominals should NOT be archived the nominal record should be amended to reflect the fact that they are deported. Once their notification period ends, then they should be archived.

****This Section has been redacted ****

4.7.4. Quashed Convictions

Where a conviction relating to a ViSOR nominal has been 'quashed' by the Court of Appeal, the following should be completed on the Nominal Record:

The relevant conviction record must be updated to show the decision of the Court of Appeal;

An Activity Log should be recorded stating that the relevant conviction has been quashed and should include a suggestion that the record is archived. The Activity Log

should be flagged for the attention of the Supervisor;

The current Risk Management Plan should be closed stating that the nominal is no longer under active management as the relevant conviction has been "quashed";

The Supervisor should accept the Activity Log and review the Risk Management Plan, once the Supervisor is satisfied that the Risk Management Plan has been completed and contains sufficient information (regarding the quashed conviction) to close the plan. The Supervisor should then Archive the record.

The record should not be deleted. It is important that the historical information is kept and is available should the nominal come to notice again.

4.7.5. Deceased Nominals

When a nominal has been confirmed "dead", the date of death must be recorded in the relevant Dates Attachment field and the record should be archived.

4.7.6. Record Deletion

****This Section has been redacted ****

4.8. Record Transfer

When a Nominal moves areas, it is essential that the record is transferred promptly, because the risk to the public is where the Nominal resides, whether this is a bail address or notification of a new Registerable address as per the Sexual Offences Act. This also applies where the RSO registers NFA. If a nominal moves to an area and registers NFA the area that he registers NFA will receive transfer of the record and manage the associated risk, the record must be transferred and **** REDACTED **** **REDACTED**** of the Notification being received.

Where it becomes known that a Nominal intends to move and be primarily resident in another area, away from the area that currently manages them, the new area should be made a Partner to the record until the Nominal has registered.

The responsibility for creating and maintaining a ViSOR record is with the investigating police force or relevant NOMS area. In relation to the police, where more than one force is part of the offender's management, the ViSOR system should be used to create partners.

The ViSOR record Supervisor must ensure that the following requirements are completed (where available) before a ViSOR record is considered to be ready for transfer

to another agency or area or both (except where records have been created and management in the community has yet to commence):

- the record is validated;
- all data is correct and entered to the standards set out within this document;
- any data cleansing required has been completed;
- a current Risk Assessment and Risk Management Plan is included;
- details of the index offence are included, along with any other relevant convictions;
- a synopsis of offending, relationships, general conduct with the relevant agencies and any current concerns with behaviour are included where such information is known;
- a current photograph should be added;
- a Modus Operandi;
- Case Summary (MG3 and/or MG5), Certificate of Conviction and any relevant Orders.

Absence of any of the above should not stop the transfer but should be considered good practice rather than an exhaustive standard, and the record should be populated with any available pertinent information before transfer.

The receiving agency and area must accept the transfer request **** REDACTED **** **REDACTED**** and complete its own Risk Assessment review in light of the Nominal's change in circumstances, considering all the factors current at that time.

In all cases, a Manager must be allocated **** REDACTED **** of accepting transfer of the record.

In the event that a Nominal record has not yet been created on ViSOR, and the Nominal crosses a border into another area, it is not acceptable to notify the receiving agency/area without the creation of a validated Nominal record by the agency/area that holds the relevant information.

****This Section has been redacted ****

Where there is disagreement between agency areas about who has responsibility to accept or initiate a transfer, this must be referred to the National Policing Lead who will provide up-to-date information with respect to arbitration and resolution of the disagreement. This must only be as a last resort and areas must make every effort to reach an agreement first.

The following rules for record transfer will apply:

REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED
REDACTED	REDACTED	REDACTED	REDACTED

**** REDACTED ****

**** REDACTED ****

5. Nominal Management Events

5.1. MAPPA Meeting

There is a National MAPPA Document Set, (Level 2 and Level 3 MAPPA management) operating within England and Wales that may be used by MAPPA areas, in accordance with the guidance that has been issued.

Records of all meetings held must be entered on to ViSOR within the Risk Management Plan Attachment, by the host areas on every occasion, according to the following timescales for England and Wales:

- **** REDACTED ****
- **** REDACTED ****

Separate Timescales will apply for other jurisdictions and will be:

- Scotland - refer to Scottish MAPPA Guidance;
- Northern Ireland - refer to Northern Ireland Multi-Agency Guidance;
- Jersey - refer to Jersey Multi-Agency Guidance.

Any meeting held on a MAPPA nominal, e.g. professional, core group, IRMM are to be entered on ViSOR within the meetings tab.

5.2. Non-MAPPA Meetings

For all Nominals that are outside MAPPA, all meetings shall be recorded on ViSOR consistent with any operational guidance issued for such Nominals.

5.3. End of Statutory MAPPA Supervision

In the six months preceding the end of statutory MAPPA supervision for a Nominal, the relevant Offender Managers and Supervisors from any of the Responsible Authority agencies should actively discuss the risk management needs of the Nominal after the end of statutory MAPPA supervision (i.e. the end of notification requirements or the end of the relevant custodial licence), in order to consider the on-going ViSOR categorisation and management of the nominal.

Unless the offender is to be managed as another MAPPA Category then the ViSOR record should be fully updated to the relevant end date and then archived. The ViSOR Category should be altered as appropriate only if the record is to remain live.

If the Nominal continues to be managed via MAPP meetings as an ODO, then those meetings should continue to review the case. It will be that forum which finally decides when the case should be closed on ViSOR and archived.

5.4. Travelling RSOs

It is a police function to record changes to details prescribed by notification requirements. This will be as a result of the notification of the change to the police by the RSO.

**** REDACTED ****

**** REDACTED ****

In cases where an RSO makes notification of an intention to live outside the UK (and is known to have left the country) and is not subject to a Foreign Travel Order or relevant licence conditions, the police force must change the Nominal's location to Resident Outside the United Kingdom.

Where an RSO travels without making the relevant notification or is subject to a Foreign Travel Order or to relevant licence conditions, the record will be amended with the Wanted/Missing Attachment being completed in full and the Location will be changed to Whereabouts Unknown and the Status will be changed to Wanted.

5.5. Wanted/Missing Nominals

Whenever a ViSOR Nominal is known to be wanted, for example for failure to comply with notification or supervision requirements, escape from prison etc., the ViSOR Wanted/Missing Attachment must be completed. **This is a mandatory attachment.**

With effect from v20.0 it is not necessary to set the Wanted/Missing warning marker (ViSOR flag) or change the Status to 'Wanted', as the system will automatically activate these fields on completion of the Wanted/Missing Attachment.

**** REDACTED ****

Prison Staff must advise the nominal Offender Manager by telephone or email as soon as practicable, and provide relevant information to ensure the nominal manager can update the Wanted/Missing Attachment.

**** REDACTED **** This will clear the Wanted/Missing warning marker and the Status will be returned to compliant. **Do not delete the attachment.**

**** REDACTED ****

Nominals that are wanted for any other reason must not be archived until the offender has been located and the matter has been resolved.

6. Attachments

Following a review of this document and in discussion with the ViSOR Training Team it was decided to remove the details of the individual attachments from this document.

Attachment content and details can be found in the ViSOR User Guide and Data Standards Document.

Appendix I: Relevant England and Wales Legislation and Guidance.

England and Wales Legislation: Application of ViSOR Nominal Category Definitions.

Registerable Sexual Offender (Category 1 MAPPA)

Under section 327(2) of the Criminal Justice Act 2003, a person is MAPPA eligible as a Category 1 offender if he or she is subject to the notification requirements of Part 2 of the Sexual Offences Act 2003. Sections 80 and 81 of the Sexual Offences Act 2003 require that certain offenders be subject to notification requirements and list the categories of persons subject to these requirements.

This includes those offenders who were formerly subject to Part 1 of the Sex Offenders Act.

These persons are commonly referred to as Registerable Sexual Offenders (RSOs) (MAPPA Category 1).

The relevant offences are listed in Schedule 3 to the Sexual Offences Act 2003. Individuals may also be subject to notification requirements as a result of a Sexual Offences Prevention Order (SOPO), Notification Order (NO) or breach of a Risk of Sexual Harm Order (RoSHO) and if they were formerly subject to Part 1 of the Sex Offenders Act 1997.

Periods of notification depend on the offence disposal, but many offenders will be subject to notification requirements for life. In September 2012 the Sexual Offences Act was amended to allow those RSO subject to lifetime notification a right to review their lifetime registration requirements, further details can be obtained from the Sexual Offences Act 2003 (Remedial) Order 2012

If the offender is not required to notify for life, and if at the end of the notification period there is considered to be an on-going risk of serious sexual harm, he or she may continue to be subject to notification requirements under this category through a SOPO.

The notification requirements process means that the identification of offenders within Category 1 is the primary responsibility of the Police, although many such offenders will also be subject to statutory supervision by the providers of the Probation Service or Youth Offending Services (YOS).

An offender is no longer a Category 1 offender when their period of notification comes to an end.

The final review of an RSO (Category 1 MAPPA) could result in them being assessed as a Category 3 offender: see ODO (Category 3 MAPPA).

Where this is not the case the Nominal record must be archived.

Violent Offender (Category 2 MAPPA)

Those offenders convicted of a violent offence (murder or any of the offences in Schedule 15 to the CJA 2003) and who receive the following sentences are included in the Category 2.

- Imprisonment for a term of 12 months or more (please note that this includes a sentence of an indeterminate term and cases where the sentence is suspended)
- Detention in a Young Offender Institution for a term of 12 months or more.
- Detention during Her Majesty's Pleasure
- Detention for public protection under section 226 of the CJA 2003 (regardless of tariff)
- Detention for a period of 12 months or more under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000 (offenders aged under 18 convicted of certain serious offences)
- Detention under section 228 of the CJA 2003
- A detention and training order for a term of 12 months or more (regardless of the length of the custodial element)
- A hospital order (with or without restrictions) or guardianship order.

Those found not guilty of a relevant offence by reason of insanity or to be under a disability (unfit to stand trial) and to have done the act charged who receive a hospital order (with or without restrictions)

Those subject to a Disqualification Order imposed under sections 28 to 29A of the Criminal Justice and Court Services Act 2000. (CJCSA2000) The order disqualifies the offender from working with children and may be used in a case where the court is sentencing for any of the sexual and violent offences set out in Schedule 4 to the CJCSA 2000, plus the offence of supplying class A drugs to a child.

Other Sexual Offender (Category 2 MAPPA)

In the majority of cases where sexual offenders attract serious penalties they will also be liable to registration as a sexual offender and therefore listed in Category 1. There will be a small number of cases where either the sexual offence itself does not attract registration, or, with Disqualification Orders, where the sentence does not cross the threshold to registration. In both cases the offender will be listed in Category 2.

Those convicted of sexual offences who have served their sentences before the introduction of sex offender registration in 1997 should not be listed under Category 2 on this basis, nor should those offenders who have completed their period of registration (unless they also have a Disqualification Order) If there are concerns about the risk an offender presents, options for consideration are:

Applying for a Sexual Offences Prevention Order.

Considering whether they meet the criteria for Category 3.

The legislation is not retrospective and therefore only includes those offenders who have been sentenced (or received a Disqualification Order) since April 2001 or who were serving a sentence for a similar offence on that date. They remain in Category 2 only for so long as the relevant sentence or Disqualification Order is current

Other Dangerous Offender (Category 3 MAPPA)

This category contains offenders who do not meet the criteria for either Category 1 or Category 2 but who are considered by the Responsible Authority to pose a risk of serious

harm to the public which requires active multi agency management. It could also include those offenders on a community order who are, therefore, under the supervision of the Probation Trust.

To register a Category 3 offender the Responsible authority must

Establish that the person has committed an offence which indicates that he or she is capable of causing serious harm to the public and

Reasonably consider that the offender may cause serious harm to the public which requires a multi-agency approach at level 2 or 3 to manage the risks.

The person must have been convicted of an offence, or have received a formal caution or reprimand / warning (young offenders) Offenders convicted abroad could qualify for Category 3.

In most cases the offence itself will be of a clearly sexual or violent nature, although it need not be listed in Schedule 15 to the CJA 2003. There may, though, be some cases where only an examination of the circumstances surrounding the offence will indicate that the offender has a capacity for serious harm. This may show, for example, a pattern of offending behaviour indicating serious harm that was not reflected in the charge on which the offender was ultimately convicted.

Although any agency may refer a case for consideration as a Category 3 offender, it is for the MAPPA Co-ordination unit on behalf of the Responsible Authority to determine whether the offender meets the criteria.

Non-MAPPA: Potentially Dangerous Person

There is no multi-agency definition of a Potentially Dangerous Person (PDP) and no legislation recognises the existence of this class of person. For the purposes of these Standards, a PDP is a person who is not eligible for management under MAPPA but whose behaviour gives reasonable grounds for believing that there is a present likelihood of them committing an offence or offences that will cause serious harm. Unlike in relation to offenders who fall within MAPPA, there is no statutory multi-agency framework which governs the management of PDPs. However, it is assumed that live ViSOR Nominal records should only exist when there is active management continuing for the identified person. It is a police responsibility to identify and manage PDPs, and relevant ACPO guidance should be followed.

Non-MAPPA: Registerable Terrorist Offenders

Part 4 of the Counter-Terrorism Act 2008 came into force in October 2009, placing notification requirements upon designated offenders found to have been convicted of offending linked to terrorist activity. It is likely that in most cases a terrorist offender who is required to notify under this legislation will be the subject of MAPPA management; and, due to the sentence threshold of 12 months, he or she will also be subject to statutory supervision under licence upon release by the Probation Service (or the Youth Offending Team for those offenders under the age of 18). As such these offenders could be recorded on ViSOR as either VOs (MAPPA Category 2) or ODOs (MAPPA Category 3) depending on the specifics of their conviction. It would normally be expected that under existing ViSOR arrangements the Probation Service would create the ViSOR record and then manage it on ViSOR.

When the statutory involvement of the Probation Service or YOT with the offender ceases, the police in the form of the local Counter Terrorism / Special Branch will become the lead ViSOR agency, and the record will be categorised on ViSOR under Non-MAPPA: Counter-Terrorism.

Non-MAPPA: Registerable Violent offender (VOOs)

In certain specific circumstances, for a limited number of more serious violent offences, it is possible for the police to apply to the courts for a person to be made subject to a civil order placing notification requirements on them as a Violent Offender. Violent Offender Orders (VOOs) are provided under sections 98-117 of the Criminal Justice and Immigration Act 2008.

If granted, the requirements of this order would only come into force once a person has ceased to be subject to any relevant prison or YOI licence or other form of conditional release requirement. Offenders subject to VOOs are managed by the relevant local police force who are responsible for formal management of the ViSOR Nominal record and who will take transfer of an existing record once any previous ViSOR Category responsibility expires.

Nominals subject to a VOO could be managed solely by the police as a Non-MAPPA case: Violent Offender Order Nominal, although it is possible that they could also be managed via MAPPA as a Category 3 offender and thus initially be recorded on ViSOR under the Other Dangerous Offender category.

In either case the police should be assigned as the Nominal record owners and the MAPPA Category should take precedence until such management ceases.

Responsibilities:

Category 1 Registerable Sexual Offenders,

Category 2 Registerable Terrorist Offenders subject to Part 4 notification requirements

- It is the responsibility of the police to enter all of the above cases on ViSOR. Best practice is to create a nominal entry 3 days after sentence. The Police should ensure that the record is maintained to the National ViSOR Standards.
- While the offender is in custody, they should create the Prison service (the prison establishment where the offender is located) as a partner to the ViSOR record in all cases, and the Probation Trust as partner MAPPA level 2 and 3 cases. After local Responsible Authority agreement, they could also create the Probation Trust as partners in relevant MAPPA level 1 cases.

Category 2 Violent and Other Sexual Offenders

- It is the responsibility of the Probation Trust to enter all Category 2 cases (with the exception of RTOs subject to Part 4 notification requirements) managed at level 2 or 3, including cases managed by YOT and mental health services, no later than 6 months before release from prison, youth custody, or hospital, and to manage the record thereafter.

- The Probation Trusts will be responsible for:
- Ensuring that the ViSOR record is maintained according to National ViSOR Standards
- Ensuring that the Prison Service (the prison establishment where the offender is located) is created as a partner to the ViSOR record whilst the offender is in custody
- Ensuring that the relevant MAPPA coordinator is created as a partner to the ViSOR record, in cases where offenders are detained in hospital out of area.
- Activating the MAPPA flag on local (national) case management systems within 3 working days of the sentence; the flag to include MAPPA level whenever this is determined but to be no later than 6 months before release.

Category 3 Other Dangerous Offenders

- Probation Trusts will enter and manage information on ViSOR in those Category 3 cases where the offender is under statutory supervision, in addition to those which have transferred directly from Category 2, for example where the licence has ended but the case still requires MAPPA management at Level 2 or 3.
- The Police will be responsible for managing information on ViSOR in relation to all other Category 3 offenders.

All ViSOR records must be actively and accurately maintained and updated by ViSOR record managers and relevant partners.

Different rules regarding MAPPA eligibility apply in Scotland, Northern Ireland and Jersey. Please see Appendices II, III & IV.

Appendix II: Relevant Scottish Legislation and Guidance.

Scottish Legislation: Application of ViSOR Nominal Category Definitions

MAPPA in Scotland (S-MAPPA), as enshrined in Sections 10 and 11 of the Management of Offenders (Scotland) Act 2005, currently legislates for three categories of offender: Registerable Sex Offenders, Violent Offenders and Other Offenders.

However, current practice and implementation in Scotland presently only includes:

1. All sexual offenders subject to the notification requirements of the Sexual Offences Act 2003; and
2. Restricted patients who may also be sexual or violent offenders (in that there has been a Court finding of fact regarding their culpability for the relevant offending behaviour). The relevant legislation for Compulsion Orders and Restriction Orders are sections 57A and 59 of the Criminal Procedure (Scotland) Act 1995.

The definition of Restricted Patient also includes prisoners who are made subject to a Hospital Direction under section 59A of the above legislation or a Transfer for Treatment Direction under section 136 of the Mental Health (Care and Treatment) (Scotland) Act 2003, but only whilst these orders/directions are in force or until the expiry of the original prison sentence.

Registerable Sexual Offender

Sections 80 and 81 of the Sexual Offences Act 2003 require that certain offenders be subject to notification requirements and list the categories of persons subject to these requirements. These persons are commonly referred to as Registered Sexual Offenders or Registerable Sexual Offenders (RSOs). The relevant offences are listed in Section 80, Schedule 3 of the Sexual Offences Act 2003. Individuals may also be subject to notification requirements as a result of a Sexual Offences Prevention Order (SOPO), Notification Order (NO) or breach of a Risk of Sexual Harm Order (RoSHO) and if they were formerly subject to the Sex Offenders Act 1997.

Periods of notification depend on the offence disposal, but many offenders will be subject to notification requirements for life. If the offender is not required to notify for life, and if at the end of the notification period there is considered to be an on-going risk of serious harm, he or she may continue to be subject to notification requirements under this category through a SOPO.

The police role in the notification requirements process means that the identification of offenders within this Category is the primary responsibility of the police, although many such offenders will also be subject to statutory supervision by Criminal Justice Social Work Departments in Scotland or by relevant health staff.

An offender is no longer an eligible person in this Category when their period of notification comes to an end.

Violent Offender

This ViSOR category is likely to be used for many of the relevant restricted patients covered under S-MAPPA.

Other Sexual Offender

This ViSOR Category is not currently relevant in Scotland.
Other Dangerous Offender

Category 3 offenders are not yet included within MAPPA in Scotland but this may change in the future.

Non-MAPPA: Registerable Terrorist Offenders

Part 4 of the Counter-Terrorism Act 2008 came into force in October 2009 placing notification requirements upon designated offenders found to have been convicted of offending linked to terrorist activity. It is likely that, in most cases, a terrorist offender who is required to notify under this legislation will be the subject of MAPPA management; and, due to the sentence threshold of 12 months, he or she will also be subject to statutory supervision under licence upon release by the CJSW Team.

Non-MAPPA: Registerable Violent Offenders

Such orders are not obtainable through Scottish Courts. Where such a case transfers jurisdictionally from England and Wales, the conditions of such an order can be monitored and enforced within Scotland.

Appendix III: Northern Irish Legislation

Northern Irish Legislation: Application of ViSOR Nominal Category

Definitions

Enabled through the Criminal Justice (NI) Order 2008, Public Protection Arrangements Northern Ireland (PPANI) builds on the previous Multi-Agency Sexual Risk Assessment Management (MASRAM) procedures, and provides statutory backing for sharing risk information and working together with both sexual offenders and certain violent offenders.

It is important to note that in Northern Ireland relevant offenders or potentially dangerous persons are to be assessed and managed (where necessary) through 3 varying types of Categories of Risk (1, 2 and 3) which probably best equate to MAPPA Levels in England and Wales. The categories identify the degree and nature of risk assessed and the level of resultant risk management response to that risk. These should not be confused with ViSOR Nominal Categories which simply identify the type of offender/offence and the likely ViSOR responsible agencies.

PPANI requires that three types of relevant persons are to be eligible for assessment:

- (a) Relevant Sexual Offender
- (b) Relevant Violent Offender
- (c) Relevant Other Potentially Dangerous Person

The Police Service of Northern Ireland (PSNI) is currently responsible for creating and maintaining all relevant ViSOR Nominal records. It is also their current responsibility to identify relevant offenders for the purposes of PPANI supported by any information from all other interested agencies.

Registerable Sexual Offender

A person subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 accounts for one of the criterion for entry into PPANI as a Relevant Sexual Offender. Sections 80 and 81 of the Act require that certain offenders be subject to notification requirements and list the categories of persons subject to these requirements. These persons are commonly referred to as Registered Sexual Offenders or Registerable Sexual Offenders (RSOs). The relevant offences are listed in Schedule 3 to the Sexual Offences Act 2003. Individuals may also be subject to notification requirements as a result of a Sexual Offences Prevention Order (SOPO), Notification Order (NO) or breach of a Risk of Sexual Harm Order (RoSHO) and if they were formerly subject to Part 1 of the Sex Offenders Act 1997.

Periods of notification depend on the offence disposal, but many offenders will be subject to notification requirements for life. If the offender is not required to notify for life, and following the end of the notification period there is considered to be an ongoing risk of serious harm, he or she may continue to be subject to notification requirements under this category through a SOPO.

The police role in the notification requirements process means that the identification of

offenders within this Category is the primary responsibility of the police, although many such offenders will also be subject to statutory supervision by staff from the Probation Board of Northern Ireland or relevant Health Department staff.

An offender is no longer an eligible person in this Category when their period of notification has come to an end.

Violent Offender

This ViSOR category is to be used for:

Persons who have from 6 October 2008 been convicted of a violent offence (including homicide) against a child or vulnerable adult; or who have a previous conviction for a violent offence against a child or vulnerable adult and about whom an agency has current significant concerns

Persons who have from 1 April 2010 have been convicted of a violent offence (including homicide) in domestic or family circumstances; or who have a previous conviction for a violent offence in domestic or family circumstances and about whom an agency has current significant concerns. *From 2 September 2013 new referrals for violence in domestic or family circumstances must (save for exceptional cases) have a minimal of Assault Occasioning Actual Bodily Harm (AOABH)*

Persons who have been convicted on or after 1st September 2011 of a violent offence (including homicide) where the offence, in certain circumstances, has been aggravated by hostility, and the person has received an enhanced sentence; or who have a previous conviction for such an offence and about whom an agency has current significant concerns.

Prisoners sentenced prior to 6th October 2008*- on referral by the NIPS on the basis of current significant concerns and no later than three months prior to their Earliest Date of Release (EDR) or end of tariff. NIPS should make enquiries with relevant other agencies to ensure the necessary evidence of current significant concerns are available prior to referral.

The seriousness of the behaviour that led to the conviction and whether it resulted in serious harm being caused, coupled with the impending release, will be counted as current evidence of behaviour on the part of an offender that indicates the risk of his/her causing serious harm to others has increased

*The offence for which the prisoner is currently serving sentence must be an offence highlighted as stated in one of the above three violent categories.

Other Sexual Offender

Another criterion for eligibility as a Relevant Sexual Offender under PPANI is a person who has been convicted of a sexual offence or sexually-motivated offence, and is not subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 but about whom an agency has current significant concerns.

He or she should be recorded on ViSOR under this category.

Other Dangerous Offender

This is not currently relevant in Northern Ireland.

Non-MAPPA: Potentially Dangerous Person (managed under PPANI)

This category is to be used in Northern Ireland for a person who is subject to a Risk of Sexual Harm Order (RoSHO).

[Please see "Guidance to Agencies on public protection arrangements (PPANI)" issued (21 Sept 2011) by the Department of Justice (Northern Ireland) for definitions of "significant concerns" and "vulnerable adult" (both Page 32) available at:

<http://www.dojni.gov.uk/index/publications>].

Appendix IV: Relevant States of Jersey Legislation and Guidance.

States of Jersey Legislation: Application of ViSOR Nominal Category Definitions Legislation defining the Jersey Multi-Agency Public Protection Arrangements (JMAPPA) and Sexual Offender Notification Requirements has been approved by the States Legislative and is currently awaiting Privy Council assent. It will provide statutory backing for sharing risk information and working together to develop risk assessments and risk management plans with both sexual offenders and certain specific violent offenders.

The Sex Offender (Jersey) Law 2010 came into effect on the 1st January 2011. Subsequently, it gives us the statutory backing for sharing risk information etc.

The Jersey police will be responsible for creating and maintaining all relevant ViSOR Nominal records. There will be a seconded MAPPA Coordinator from probation working within Police offices with ViSOR Access.

Registerable Sexual Offender

Sex Offender (Jersey) Law 2010 now in place since Jan 2010 and this "RSO" is now being used by Jersey.

Violent Offender

This ViSOR category is to be used in future for a limited number of cases within Jersey as approved by their MAPPA Coordinator. Article 28 of the Sex Offender (Jersey) Law 2010 bought the JMAPPA Legislation on line at the same time that the law came into effect 1st January 2011.

Other Sexual Offender

This ViSOR Category will not be used within Jersey.

Other Dangerous Offender

This ViSOR Category will not be used within Jersey.

Non-MAPPA: Potentially Dangerous Person

Until J-MAPPA / Sexual Offender Notification legislation is passed this is the ViSOR Sub-Category that will be used by Jersey Police in the interim period.

Non-MAPPA: Registerable Terrorist Offenders

This ViSOR Sub-Category will not be used within Jersey, although it may be that qualifying offenders from other UK legislative areas might move to Jersey and they will need to manage and monitor that existing ViSOR record accordingly.

Non-MAPPA: Registerable Violent Offenders

This ViSOR Sub-Category will not be used within Jersey, although it may be that qualifying offenders from other UK legislative areas might move to Jersey and the Police will need to manage and monitor that existing ViSOR Nominal record accordingly.

RSO's travelling to Jersey are required to adhere to local legislation when in Jersey, they are required to sign a Notification at police as per following Sex Offenders Order.

SEX OFFENDERS (PRESCRIBED JURISDICTIONS) (JERSEY) ORDER 2011

Explanatory Note

This Order prescribes certain notification requirements and types of court order from the jurisdictions within the United Kingdom as equivalent to provisions in the Sex Offenders (Jersey) Law 2010. The equivalent provisions under that Law are notification requirements under Article 3, restraining orders under Article 10 and child protection orders under Article 11. The effect is that their prescribed United Kingdom equivalents can be enforced in Jersey if an offender travels to Jersey.

File No 1392/3

SEX OFFENDERS (TRAVEL NOTIFICATION REQUIREMENTS) (JERSEY) ORDER 2011

Explanatory Note

This Order is made under Article 8 of the Sex Offenders (Jersey) Law 2010 ("the Law") to require persons subject to the notification requirements of that Law to give notification of their travel outside Jersey. Under Article 8(5) of the Law it is an offence to fail to comply with the notification requirements of the Law and this Order, unless the person has a reasonable excuse for the non-compliance. It is also an offence knowingly to provide false or misleading information (no excuse can be offered for doing so).

Article 1 is the interpretation provision. A departure notification is the notification that must be given before a person leaves Jersey, and a return notification is the notification that must be given after the person returns. "Point of arrival" in a county or territory is defined to mean a station, port or airport in certain cases, instead of the point where the train, ship or airplane crosses the boundary of the county or territory. Paragraphs (3) and (4) ensure that it is not sufficient for a person to claim that their notification was accurate as to their intentions at the time of giving it, even though those intentions or external circumstances later changed so that the actual travel did not tally with the notification. Instead the notification is not properly given unless the travel does then occur as set out in the notification.

Article 2 requires a person subject to the notification requirements of the Law (a "notifier") to give a notification before leaving Jersey (a supplementary departure notification may also be required - see *Article 4*), and after any return. It also specifies to whom the notification must be given and where, and how the person giving it must identify himself or herself.

Article 3 specifies part of the content of a departure notification, and the latest time by which it must be given before the departure. Under Article 8(2)(a) and (b) of the Law, a departure notification must disclose the date of departure and the first destination (and the point of arrival in that country). Under this Order the departure notification must also disclose as much information as the person holds, at the time of giving the notification, about: any carrier used on departure (and any used to arrive in any further countries); the accommodation used for the first night (and for the second night, if in a different country); any carrier used to arrive in any other country after the first; and the date, point of arrival and carrier for any return journey to Jersey.

The departure notification must be given at least 7 days before departure. There is an exception, allowing the notification to be given at least 24 hours before departure, where the person can prove an exceptional need to leave Jersey urgently (of which they became aware less than 7 days before needing to leave, and which was not caused with a view to avoiding the 7 day requirement).

Article 4 requires a supplementary departure notification to be given (no later than 24 hours before departure), if the original departure notification was given before the person held all the information prescribed by Article 3(1). The supplementary departure notification must disclose the missing information, or as much of it as the person holds by 24 hours before departure (giving the reason why any is still not held by that point).

Article 5 requires a return notification to disclose the date, point of arrival and carrier in relation to the person's return to Jersey. It requires the return notification to be given by the end of the day after the person's return. But it allows that period to be extended if the person is in custody or hospital (in a similar fashion to extension of the period for the original notification under the Law).

Article 6 gives transitional provisions to deal with cases following commencement of the Order. The requirement to give a departure notification (which must be given at least 7 days before departure) only applies to a departure after the first 14 days from commencement of the Order. A person who returns to Jersey after commencement of the Order, having left Jersey before or within 14 days after the commencement (so without being required to give a departure notification), is nevertheless required to give a return notification, but is given an extended period of 14 days after return in which to do so.

Article 7 gives the name of the Order and brings it into force 7 days after it is made.

File No 1392/2

Appendix V: Abbreviations and Acronyms

ACPO	Association of Chief Police Officers of England, Wales and Northern Ireland
ACPOS	Association of Chief Police Officers in Scotland
ADS	Accreditation Document Set
ARMS	Active Risk Management System – Risk Assessment method.
ASSET	Youth Offending Service Risk Assessment tool
REDACTED	**REDACTED**
CHS	Criminal History System – the primary database in Scotland for recording convictions and pending cases
CJA	Criminal Justice Act 2003
CJSW	Criminal Justice Social Work (Scotland)
CMG	Change Management Group
CPC	Central Point of Contact
CPO	Community Payback Order (Disposal at Court)
CPS	Crown Prosecution Service
CRO	Criminal Records Office
DASH	Domestic Abuse, Stalking and Honour-Based Violence Offending Assessment
DO	Disqualification Order
E&W	England and Wales
EEA	European Economic Area
FOI	Freedom of Information
FTO	Foreign Travel Order
GSC	Government Security Classification Policy
GPMS	Government Protective Marking Scheme
HMPS	Her Majesty's Prison Service
HOT	Home Office Technology – Department responsible for support and maintenance of ViSOR.
IPP	Indeterminate Public Protection Sentence
ISO	Information Security Officer
LAPPP	Local Area Public Protection Panel (Northern Ireland)
LPC	Local Point of Contact
MAPP	Multi-Agency Public Protection - meeting
MAPPA	Multi-Agency Public Protection Arrangements
MO	Modus Operandi
MOSAVO	Management of Sexual and Violent Offenders
NFA	No Fixed Abode
NFA	No Further Action
NIM	National Intelligence Model
NIR	National Intelligence Report
NO	Notification Order
NOMS	National Offender Management Service
NUG	National User Group
OASys	Offender Assessment System
ODO	Other Dangerous Offender
OGP	OASys General Predictor
OGRS	Offender Group Reconviction Score
OLR	Order of Lifelong Restriction (Disposal at court)

OFFICIAL

OM	Offender Manager
OSO	Other Sexual Offender
OVP	OASys Violent Predictor
PACE	Police and Criminal Evidence Act 1984
PDP	Potentially Dangerous Person
PBNI	Probation Board of Northern Ireland
PPANI	Public Protection Arrangements Northern Ireland
PNC	Police National Computer
PPU	Public Protection Unit
PSNI	Police Service of Northern Ireland
PSOS	Police Service of Scotland.
PSR	Pre-Sentence Report
RANSNG	Responsible Authority National Steering Group (England/Wales MAPPA)
ROTL	Release on Temporary Licence
RoSHO	Risk of Sexual Harm Order
RSO	Registerable Sex Offender
RTO	Registerable Terrorist Offender
RUG	Regional User Group
RVO	Registerable Violent Offender
SID	Scottish Intelligence Database
SOA	Sexual Offences Act 2003
REDACTED	** REDACTED**
SPCB	Service Police Crime Bureau
SPS	Scottish Prison Service
SyOPs	System Operating Procedures
TPMU	Technical Product Management Unit
VO	Violent Offender
VOO	Violent Offender Order
VRM	Vehicle Registration Mark
YOS	Youth Offending Service
YOT	Youth Offending Team

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Appendix VII: ACRO Guidance

ACPO Criminal Records Office (ACRO)

The ACPO Criminal Records Office (ACRO) was founded in 2006 following a decision by the [Association of Chief Police Officers \(ACPO\)](#) to establish an operationally focussed unit that would organise the management of criminal record information and improve the links between criminal records and biometric information.

ACRO has four portfolio areas that have responsibility for delivering services. One of these is dedicated to the exchange of criminal conviction information between the UK and other foreign countries known as International Criminal Conviction Exchange (ICCE).

ICCE hosts the 'United Kingdom Central Authority for the Exchange of Criminal Records' (UKCA-ECR) which is responsible for the exchange of conviction information with Member States of the European Union (EU). Governed by an EU Framework agreement and working on behalf of UK Government, the UKCA-ECR supports UK law enforcement by receiving and requesting conviction information from EU Member States.

The UKCA-ECR submits requests on behalf of UK law enforcement agencies and other authorised authorities to EU Member States to obtain previous conviction information for persons who are subject to various proceedings in the UK, mainly criminal proceedings, or where there are public protection issues. They also respond to inbound requests from other Member States who require extracts from the UK criminal registers for equivalent purposes.

Additionally, the UKCA-ECR automatically notifies other EU Member States when one of their nationals is convicted of a criminal offence in the UK. Reciprocal arrangements are in place where inbound notifications are received by the UKCA-ECR from other Member States when a UK national is convicted of a criminal offence in their country.

ICCE performs a similar function as the UKCA-ECR with countries outside of the EU. The NEU-ECR submits requests on behalf of UK law enforcement agencies to countries outside of the EU to obtain previous conviction information for persons who are subject to various proceedings in the UK, mainly criminal proceedings.

Additionally, the NEU-ECR automatically notifies a number of non-EU countries when one of their nationals is convicted of a criminal offence in the UK and receives inbound notifications from a number of non-EU countries when UK nationals are convicted of criminal offences overseas.

Where appropriate and possible, both units match the conviction data of UK nationals who have offended overseas to equivalent, recordable offences in England & Wales and update the Police National Computer (PNC) accordingly. Where a link to Scotland or Northern Ireland is identified the information is disseminated to appropriate agencies. However, conviction information for non-UK nationals received as the result of an outbound request to an EU Member State can only be used for the purposes for which it was requested. This stipulation prevents the PNC being updated unless knowledge of the conviction on the PNC may prevent an immediate and serious threat to public security. A list of offences called the 'Serious Offence List' has been created and most sexual and violent offences that would subject a person to ongoing management are included.

ACRO ViSOR Unit

ACRO has an Intelligence Unit which seeks to provide law enforcement with intelligence opportunities from the ACRO portfolio areas, including ICCE. Within this team is a ViSOR Unit who seek to monitor UK nationals convicted overseas who if they were convicted in the UK would be

placed on the Sex Offender Register and subject to Sex Offender Orders and other restrictions. Direct management is not possible as the offender is absent from the UK, but if the offender does return to the UK local MAPPA teams can be notified for ongoing effective management.

ICCE are notified of UK Nationals who have been convicted overseas of sexual offences. After updating the PNC they forward these notifications to ACRO ViSOR Unit for management on ViSOR.

Increasingly notifications about a foreign national who has convictions for sexual offences outside the UK are reported to UK Police Forces by the ACRO Intelligence Unit.

The UKCA-ECR and NEU-ECR can be contacted on ****REDACTED**** and can provide assistance and guidance in specific cases. Alternatively, there is an International Criminal Conviction Exchange Community on the Police Online Knowledge Area (POLKA) which holds a wealth of additional information and guidance.

The ACRO ViSOR Unit can be contacted on ****REDACTED**** and also can provide assistance and guidance in respect to foreign offenders. ACRO acknowledge the support provided by colleagues in offender management and in particular the MPS Op Jigsaw who frequently intercept returning offenders at the UK Border.

Public Protection, Police and others managing Sexual and Violent offenders are especially encouraged to request conviction data of persons of interest if those persons originate from outside of the UK.